



# CITY OF ST. MARYS

## Certificate of Appropriateness

Community Development Department  
418 Osborne Street St Marys GA 31558  
(912) 510-4032

Please take care to ensure that the information for each checkbox below is sufficiently provided. **The City of St Marys does not accept incomplete applications.** HPC meetings are held the 4th Tuesday of every month at 5:30PM in Council Chambers

- Completed Application
- Site Plan /Survey/Lot inspection with clearly marked property lines and setbacks.
- Proof of ownership of property OR legal authorization form from owner
- Drawings/photographs of proposed changes and area of the property/structure
- List of proposed materials (it is recommended you provide sample materials)
- List of Adjacent Property Owners (this information can be found on the Camden County Tax Assessor's Website)
- Letters of approval for any existing Variances, Special Use Permits, or Rezone (text amendment) requests or Certificates of Appropriateness.
- Other Attachments: \_\_\_\_\_

If you have any questions or concerns, or would like to schedule a meeting, please contact Community Development at 912-510-4032 or email [planneroftheday@stmarysga.gov](mailto:planneroftheday@stmarysga.gov)



## Property Owner's Authorization Letter

I (we): \_\_\_\_\_

Hereby Authorize: \_\_\_\_\_

Representative of: \_\_\_\_\_

To apply for, sign, and pick-up building permits for the following proposed work:

\_\_\_\_\_

Job Location: \_\_\_\_\_

As property owner(s), I (we) hereby grant permission to the applicant referenced above to apply for, sign, and pick-up the permit for the work as indicated above. All work performed must meet all provisions of The City of St. Marys Building and Zoning Codes and the Laws of the State of Georgia, as applicable, whether specified or not. Contractors are required to have a Georgia Professional Contractors License.

\_\_\_\_\_  
(Property Owner or Person with Power of Attorney Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)



# CITY OF ST. MARYS, GEORGIA

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS & MATERIAL CHANGES TO EXTERIOR FEATURES

St. Marys Historic Preservation Commission  
Community Development Department  
418 Osborne Street (912) 510-4032

1. Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

You or your representative must be present at the meeting of the Commission to answer questions that may arise. You will be notified of the time, date, and location of the meeting.

Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Relationship of Applicant to Property: ( ) Owner ( ) Architect ( ) Contractor ( ) Other: \_\_\_\_\_

2. Address and Legal Description of Property: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Year Built: \_\_\_\_\_ Flood Zone Designation \_\_\_\_\_

**Historic Designation:** ( ) Historic (more than 50 years old and contributing) ( ) Historic-obscured (50 years old but not contributing) ( ) Non-historic (less than 50 years old, yet not detracting) ( ) Intrusions (any aged structure which detracts) ( ) Vacant Lot

3. Proposed Work: (please check all that apply)

- ( ) New Construction
- ( ) Demolition
- ( ) Relocation
- ( ) Excavation
- ( ) Fencing or landscaping
- ( ) Reconstruction or alteration of the size, shape or façade of an existing structure.
- ( ) A change in the location or extent of signage.
- ( ) The application of siding, or other exterior features to an existing structure that are visually different from the type presently in use.
- ( ) Removal of a healthy tree 10+ inches in diameter measured 24 inches above the ground.
- ( ) Removal of unhealthy trees must be approved by the St Marys Tree Board.
- ( ) All tree removal in the HPC district must be inspected by the Community Development Director.
- ( ) New Signage
- ( ) Parking Lot, Driveway, or Walkway
- ( ) Outbuilding or Accessory Structure
- ( ) Lighting Fixtures
- ( ) Other \_\_\_\_\_

Please describe your proposed work as simply and accurately as possible. Be sure to indicate materials to be used, it is recommended you provide material samples. Accurate to-scale drawings and photographs are required and to be attached. A location map is required and site plan/survey may be required by staff.

**IMPORTANT:** This form must be completed before the St. Marys Historic Preservation Commission can consider approval of any change affecting the appearance of any building or property within the Historic District. This form, along with supporting documents, must be filed with the Community Development Department, 418 Osborne Street, at least 21 days prior to the regularly scheduled commission meeting. The Historic Preservation Commission meets the fourth Tuesday of each month at 5:30 PM in Council Chambers, City Hall, unless otherwise advertised.

**CERTIFICATE OF APPROPRIATENESS:** All work is required to adhere to the requirements as stated on the approved COA, any work initiated without a COA or outside the approved COA will be halted by a stop work order. A COA shall become void unless construction is commenced within six months of the date of issuance. One 6 month extension may be considered by the commission when a delay has occurred. COAs are issued for a period signing here the Applicant acknowledges they have read, understand, and will comply with these requirements:.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# CITY OF ST. MARYS, GEORGIA

## **APPLICATION FOR CERTIFICATE OF APPROPRIATENESS & MATERIAL CHANGES TO EXTERIOR FEATURES**

**St. Marys Historic Preservation Commission**

**Community Development Department**

**418 Osborne Street—(912) 510-4032**

All applicable items from the attached checklist must be addressed, the Community Development Department or Historic Preservation Commission may require additional information beyond what is indicated on the checklist. Incomplete applications will not be accepted or considered by the commission. It is recommended you meet with a staff member prior to submitting your application. Projects cannot begin until a COA has been approved and all appropriate permits (building, sign, etc) have been obtained. Please note that it is the owner/agent's responsibility to notify staff of any potential changes from the approved COA which arise during construction. If diversions from the approved COA are planned, the owner/agent must obtain board or staff approval prior to initiating changes.

**For additional help of information, contact the Community Development Department at (912) 510-4025.**

By signing this application below, I acknowledge that I have thoroughly read and understand the requirements of the COA and agree to execute the proposed work as approved by the commission. I further acknowledge the COA will become void if work is not begun within the required time.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

Certificate of Appropriateness:            ( ) Approved            ( ) Denied  
Review of Material Change:            ( ) Recommended        ( ) Not Recommended

Commission Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **CITY OF ST. MARYS CERTIFICATE OF APPROPRIATENESS St. Marys Historic Preservation Commission**

A Certificate of Appropriateness is hereby issued to: \_\_\_\_\_  
For the following actions: \_\_\_\_\_

\_\_\_\_\_

at \_\_\_\_\_  
provided the following conditions are met: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_  
**Chairperson, Historic Preservation Commission**

**DATE:** \_\_\_\_\_

